

EXCQM 9018-80

11 Feb. 1980

MEMORANDUM FOR: Executive Committee Members

25X1 FROM :
Special Assistant to DDCI

SUBJECT : Minutes of Executive Committee Meeting,
6 February 1980

1. The Executive Committee met on 6 February 1980 to review two DDO ADP applications and the proposed implementation plan for the Uniform Guidelines on Employee Selection Procedures. Mr. Carlucci chaired the meeting; Messrs. Hart (ADDA), Taylor (ADDS&T), Stein (ADDO), Clarke (D/NFAC), Lipton (Compt.), and Ware (D/EEO) attended; Messrs. Silver (GC), Briggs (IG), and Fitzwater (OPPPM) participated as observers.

25X1 2. Mr. (C/IMS/DDO) briefed the Committee on the DDO Russian translation computer system designed to enhance his directorate's capability to translate, on a timely basis, the large volume of Russian-language documents--many of which are SALT-related--it has been acquiring, and to disseminate them expeditiously. Currently, human translators produce about 720 pages of perfect copy a month. The computerized system would produce about 5,000 pages of "imperfect copy" (requiring additional editing) per month. The software program has been obtained from FTD and is being tested. The estimated cost of this system for FY 1980-82 would be \$100,000. The system will be located in DDO/IMS, about three slots from DDO/SE Division will be transferred to IMS for this purpose, the equivalent of 19 full-time people will be needed in all, and implementation is planned for 1 July 1980 (using a mix of full and part-time employees). Alluding to the sensitive annex in the recent IG report on Mr. Stein noted that this computer project will not obviate the need for support in translating Russian-language material. In response to a DDCI question, the personnel ceiling and resource implications of using part-time versus full-time employees were discussed. Mr. Carlucci asked Mr. Lipton to brief the Committee on this issue at a future session.

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6. At the DDCI's request, Mr. Ware highlighted the new Agency-wide Upward Mobility program and urged Committee members to give it their support. Mr. Carlucci reinforced Mr. Ware's comments, encouraging members to participate personally in this important program. []

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7. Mr. [] (DD/EEO) then briefed the Committee on the background of the Uniform Guidelines on Employee Selection Procedures, noting that they were applicable to CIA and pointing out some of the potential problem areas in implementing them. He outlined the monitoring process and explained the four-fifths rule, which is to be used as a guideline in determining whether or not selection procedures have an adverse impact on any group. If adverse impact does occur, one of three courses of action are required: the causal factor must be eliminated, modified or minimized, or justified as being necessary by a validation process. []

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8. Comments provided in advance by Committee members indicated general agreement in principle with the uniform guidelines task force recommendations, with the exception of Recommendations 18, 19, alternative 18, and alternative 19. Questions focused on problems of double counting, the use of the self-identification forms, and the data collection effort. Mr. Silver initiated a lengthy discussion on the difficulties of determining at what stage in the process an individual should be considered an applicant and of getting a representative portion of applicants to complete the self-identification form. Mr. Carlucci asked Messrs. Ware, Fitzwater and Silver to develop criteria for defining an applicant and to recommend who should be responsible for applying them. The pros and cons of collecting data in a centralized versus a decentralized manner were discussed. The Committee approved Recommendations 1-14, with the understanding that the results of the findings on applicant criteria would be incorporated into Recommendations 3 and 14. []

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9. The Committee requested that Recommendation 17 be moved up in sequence to follow Recommendation 10. After considerable discussion, it was agreed that Recommendations 15, 16, 18, 18a, 19, and 19a should be revised to establish the following process: the D/EEO will inform a component when adverse impact exists; the component will have 60 days to correct the situation; during that time, the component may request the assistance of the Office of EEO; if the element causing adverse impact is not eliminated, modified, or justified at the end of 60 days, the D/EEO will bring the issue to the DDCI for decision.

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10. Regarding the justification for rejecting an applicant, Mr. Taylor noted that applicants may be rejected not because they can not do the job in question, but because they do not have the potential to grow beyond that job. Mr. Ware said that he would support supervisors' including such potential as a criterion for an assignment, but emphasized that such a criterion should be clearly stated. ☐

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11. Mr. Briggs noted that the just completed IG survey on recruitment would be relevant to some of the issues addressed in the context of the uniform guidelines, including the validity of the PAT B test. ☐

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12. The Committee approved Recommendations 21 through 28, noting Mr. Fitzwater's point that the time-phased job analysis called for in Recommendation 25 could be begun but not completed by December 1980. Mr. Carlucci adjourned the meeting. ☐

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